

# Accrued Expenses Reconciliation

Date: [Insert Date]

To: [Management's Name]

From: [Your Name]

Subject: Accrued Expenses Reconciliation for Management Review

Dear [Management's Name],

As part of our ongoing financial review process, I have completed the reconciliation of accrued expenses for the period ending [Insert Period End Date]. Enclosed, you will find the detailed report highlighting the accrued expenses identified, their related accounts, and discrepancies noted.

## Summary of Accrued Expenses

Account Name	Accrued Amount	Notes
[Account 1]	[Amount 1]	[Notes 1]
[Account 2]	[Amount 2]	[Notes 2]

All discrepancies have been addressed or are currently being investigated. I recommend that management review the details provided in the attached documents to ensure accuracy in our financial statements.

Please feel free to reach out if you require any further information or clarification regarding this reconciliation process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]